



# Metropolitan Transportation Commission Meeting Minutes

Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105

## Administration Committee

### *Committee Members:*

*Federal D. Glover, Chair      Jeannie Bruins, Vice Chair*

*Carol Dutra-Vernaci, Nick Josefowitz, Gina Papan,  
Hillary Ronen, Libby Schaaf, Amy R. Worth  
Non-Voting Member: Tony Tavares*

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Wednesday, March 11, 2020

9:35 AM

Board Room - 1st Floor

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### Call Meeting to Order

#### 1. Roll Call / Confirm Quorum

**Present:** 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 1 - Commissioner Schaaf

Non-Voting Member Absent: Commissioner Tavares

Ex Officio Voting Members Present: Commission Chair Haggerty and Commission Vice Chair Pedroza

Ad Hoc Non-Voting Members Present: Commissioner Giacomini and Commissioner Spering

#### 2. Consent Calendar

**Upon the motion by Commissioner Dutra-Vernaci and the second by Commissioner Bruins, the Consent Calendar was unanimously approved by the following vote:**

**Aye:** 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 1 - Commissioner Schaaf

**2a.**      [20-0259](#)      Minutes of the February 12, 2020 meeting

**Action:** Committee Approval

**2b.**      [20-0288](#)      Investment Report for December 2019

**Action:** Information

**Presenter:** Catherine Cam

2c. [20-0289](#) MTC Financial Statements for December 2019

**Action:** Information

**Presenter:** Raymond Woo

2d. [20-0290](#) Monthly Travel Report

2e. [20-0274](#) Contract - Microsoft Three-Year Volume Enterprise Software Licensing Agreement Renewal: SoftwareONE, Inc. (\$900,000)

**Action:** Committee Approval

**Presenter:** Queli Go

2f. [20-0328](#) MTC Resolution No. 1058, Revised - Update Appendix A, MTC's Conflict of Interest Code, to the Commission Procedures Manual

**Action:** Commission Approval

**Presenter:** Leslie Miessner

### 3. Approval

3a. [20-0116](#) MTC Resolution No. 4413 - Adoption of the Updated Small Business Enterprise (SBE) Program

A request to refer MTC Resolution No. 4413, the updated Small Business Enterprise (SBE) Program, which combines the SBE Program for Civil Construction and the Pilot SBE Program for Professional Services, to the Commission for approval.

**Action:** Commission Approval

**Presenter:** Edward Phillips

**Upon the motion by Commissioner Bruins and the second by Commissioner Worth, the Committee unanimously approved the referral of MTC Resolution No. 4413 to the Commission for approval. The motion carried by the following vote:**

**Aye:** 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 1 - Commissioner Schaaf

- 3b.**     [20-0287](#)     Contract - Project Technical Support - Fare Coordination/Integration Study and Business Case: Steer Davies & Gleave Inc (Steer) (\$888,231)

A request for approval of a contract with Steer to provide professional planning and analytical support, and to conduct user experience research for the Fare Coordination/Integration Study and Business Case in an amount not to exceed \$888,231.

**Action:** Committee Approval

**Presenter:** William Bacon, MTC and Michael Eiseman, BART

Adina Levin was called to speak.

Haley Currier was called to speak.

**Upon the motion by Commissioner Bruins and the second by Commissioner Worth, the Committee unanimously approved the contract with Steer Davies & Gleave Inc. The motion carried by the following vote:**

**Aye:** 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 1 - Commissioner Schaaf

- 3c.**     [20-0306](#)     MTC Resolution No. 4371, Revised - FY 2019-20 MTC Operating and Capital Budgets Amendment

A request to refer MTC Resolution No. 4371, Revised, the MTC FY 2019-20 Agency Budget, Amendment No. 3, approving a total increase of \$13,926,000 bringing the total operating expense to \$83,278,000.

**Action:** Commission Approval

**Presenter:** Brian Mayhew

**Upon the motion by Commissioner Bruins and the second by Commissioner Dutra-Vernaci, the Committee unanimously approved the referral of MTC Resolution No. 4371, Revised to the Commission for approval. The motion carried by the following vote:**

**Aye:** 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 1 - Commissioner Schaaf

- 3d. [20-0121](#) Contract - Washington, D.C. Legislative Representative: Summit Strategies Government Affairs LLC (\$900,000)

A request for approval of a three-year contract with Summit Strategies Government Affairs LLC in an amount not to exceed \$900,000 (\$300,000/year) for federal legislative advocacy services, with an option to extend for another three years.

**Action:** Commission Approval

**Presenter:** Randy Rentschler

Upon the motion by Commissioner Bruins and seconded by Commissioner Worth, the Committee unanimously approved the contract with Summit Strategies Government Affairs LLC and referred the item to the Commission for ratification of the contract. The motion carried by the following vote:

**Aye:** 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 1 - Commissioner Schaaf

#### **4. Public Comment / Other Business**

#### **5. Adjournment / Next Meeting:**

The next meeting of the Administration Committee is scheduled to be held on April 8, 2020 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105.